

**Charles County Government**  
**Department Standard Operating Procedure**

<b>Title:</b>	Building Services Special Cleaning Protocols	<b>SOP #:</b> DP.DPW.02.003
<b>Department:</b>	Public Works	<b>Effective Date:</b> 03/12/2020
<b>Division:</b>	Buildings & Trades	<b>Last Review Date:</b>
<b>Purpose:</b>	To establish the protocols for special cleanings performed by Building & Trades (B&T), Building Services.	
<b>References:</b>		
<b>Attachments:</b>		

**Procedure:**

**1.0 Background**

- 1.1 This standard operating procedure provides recommendations for cleaning and disinfection of areas and buildings where individuals with suspected or known highly contagious or harmful viruses and infectious diseases have visited.
- 1.2 These recommendations are guidelines, as it is not practicable to individually address all highly contagious or harmful viruses and infectious diseases.

**2.0 Responsibilities**

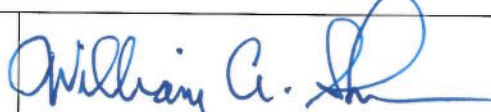
- 2.1 County employees or visitors are responsible for notifying the County Administrator's Office, Central Services Division (Central Services) if they are aware of any individual with a suspected or known highly contagious or harmful virus or infectious disease that visited a Charles County facility.
- 2.2 Central Services will determine whether the area or building visited needs to be closed and the duration of the closure.
- 2.3 As considered necessary and appropriate, Central Services will contact Building Services and any other appropriate department or agency regarding the suspected or known highly contagious or harmful virus or infectious disease.
- 2.4 Building Services is responsible for responding timely and appropriately to the Charles County facility to begin the cleaning and disinfection process.
  - 2.4.1 The special cleaning procedures listed below in Section 3.0 will be applied if it is determined additional procedures are required beyond the routine cleaning procedures used by Building Services.
  - 2.4.2 Building Services will consult with the Health Department or other agency for additional guidance on cleaning procedures if needed to address a specific virus or infectious disease.
  - 2.4.3 If Building Services staff is not trained in the required cleaning technique or does not have the appropriate equipment to clean the area or building as recommended, Building Services may hire a vendor to complete the cleaning.

### 3.0 Special Cleaning Procedures

- 3.1 Wait as long as practical before beginning the cleaning and disinfection process to minimize potential exposure.
  - 3.1.1 It may be recommended to wait up to 24 hours to begin cleaning and disinfection for some viruses and infectious diseases.
- 3.2 If possible and safe, open outside doors and windows to increase circulation in the area or building.
- 3.3 Appropriate personal protective equipment must be worn during the cleaning process. Any breaches in personal protective equipment must be addressed and reported immediately to supervisory personnel.
- 3.4 All areas used by the suspected or known ill person should be cleaned, focusing especially on frequently touched surfaces.
- 3.5 If surfaces are dirty, they should first be cleaned using a detergent or soap and water prior to disinfection.
- 3.6 Building Services supervisory personnel will determine which product will be applied based on the specific virus or infectious disease.
  - 3.6.1 For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common Environmental Protection Agency registered household disinfectants are usually effective.
  - 3.6.2 Follow the manufacturer's instructions for all cleaning and disinfection products, including the concentration, application method, and contact time. **Never mix household bleach with ammonia or any other cleanser.**
- 3.7 Assure there is adequate ventilation during and after the cleaning and disinfection process. If opened, secure outside doors and windows after the area or facility is properly ventilated.
- 3.8 Properly discard or wash tools, personal protective equipment, and clothing.

### 4.0 Exceptions

- 4.1 Any and all exceptions to this procedure must be approved in advance by the Director of Public Works.

Authorized:		Date: 3/12/2020
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Revision Dates:				